

TRAINING DOCUMENTATION

4173

(No.13 July 2014)

MONTHLY TRAINING REPORT FORM 304

4173.1

(No. 6 February 2007)

Apprentices are required to document all JAC training on the Form 304, Monthly Training Report. The form will be completed in a legible manner and submitted on a monthly basis. See [CAL FIRE 304 – Monthly Training Report Form](#).

The following is a list of errors commonly made on the Form 304. Such errors may result in the delay of an apprentice reaching their journey-level status, their forms being returned for correction or their training hours posted incorrectly:

- 1) Name on form illegible.
- 2) Incident numbers listed in the “course name” column. Related and supplemental training must be performed on-duty and in addition to the apprentices regular on-the-job performance. Incidents are not considered related and supplemental training.
- 3) Forms coded incorrectly.
- 4) Incorrect JAC appointment date.
- 5) Entering more than one month on a single training form.
- 6) Entering multiple days of training in one box. Hours for courses lasting multiple days must be individually entered on individual days.
- 7) Multiple training subjects performed on the same day, entered on the same line.
- 8) An unreasonable number of hours of training on a single day. Example: 12 hours of ladder drills performed on one day is questionable.
- 9) Sequential days of training that extend beyond a normal shift. Example: training entered on the form on the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, and 11th of the same month.

DOCUMENTING SUBSTITUTE TRAINING

4173.2

(No. 6 February 2007)

When documenting a substituted course on the Monthly Training Report Form, the apprentice must enter the JAC Code for the required training being substituted. In the "Course Name" column of the form, enter the course name of the substituted training. Example: If an apprentice has already attended Fire Investigation 1A and has been approved to substitute training, the apprentice will enter the JAC Code for Fire Investigation 1A. Note in the "Course Name" column: Substituted with "name of course". See below for sample of substituted training.

| California Fire Fighter Joint Apprenticeship Committee | | | | | | | | | | |
|--|---------------------------|---|------------------|----------------------------------|---|-----------|--|---------------------|---|--|
| CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION | | | | | | | | | | |
| CAL FIRE 304 – MONTHLY TRAINING REPORT FORM | | | | | | | | | | |
| (SEE INSTRUCTIONS ON REVERSE) | | | | | | | | | | |
| REPORT FOR: <input type="checkbox"/> August/2001 | | | NAME: Smith, Joe | | | | NAME CHANGE | | Last Four Digits SSN or JAC ID # XXXX | |
| MONTH | | YEAR | | LAST | | FIRST | | | | |
| DEPARTMENT: California Department of Forestry | | | | | | | JOB CLASS: Fire Apparatus Engineer | | | |
| UNIT: San Mateo/Santa Cruz | | | | JAC APPT. DATE: April 2, 2001 | | | YEAR IN APPRENTICESHIP: 1 st | | | |
| Date of Training | Training Code (ITR) | JAC Code Enter the letter "G" in the shaded column when college Hours are entered in the JAC Hours box. | | | | JAC Hours | | Non JAC Hours | COURSE NAME OR SUBJECT and OTHER REMARKS | |
| | | | | | | Regular | College | | | |
| 8/13 | | E | A | E | C | 8 | | | Substituted with "Command 1A" | |
| 8/14 | | | | | | 8 | | | | |
| 8/15 | | This is the JAC Code for Fire Investigation 1A | | | | 8 | | | | |
| 8/16 | | | | | | 8 | | | | |
| 8/17 | | | | | | 8 | | | | |

NOTEBOOK SIGN-OFF

4173.3

(No. 6 February 2007)

If the apprentice exhibits proficiency in their training subject and has satisfied the hours of training required, the JAC Supervisor can initial the apprentice's JAC notebook or syllabus as a completed area of training. If the apprentice is not proficient in performing an exercise or has not acquired knowledge in a particular subject area, the JAC Supervisor should assist the apprentice with any observable deficiencies.

CERTIFICATION OF FIRST AND THIRD YEAR TRAINING COMPLETION 4173.4

(No.13 July 2014)

The apprentice agrees upon signing an agreement to successfully complete all terms of their apprentice agreement.

The Unit Instructor of Record must certify successful completion of all first and third year apprenticeship training requirements. This certification of completion must include related and supplemental training syllabi for FFII, FAE and HFEO apprentices, as well as the written and performance scores for FFII and FAE apprentices, and is submitted to the Region JAC Coordinator, who will forward it to the CFFJAC Office.

Apprentices who do not meet the timeframes for completion of their apprenticeship agreement may be subject to progressive discipline.

Exhibit: [First/Journey Level JAC Completion Certification](#)

APPRENTICE STATUS FORM 305 4173.5

(No. 6 February 2007)

The CAL FIRE 305 Apprentice status form is to notify Unit, Region and Statewide JAC Coordinators and CFFJAC about any change in status regarding a FFII, FAE or HFEO apprentice.

INSTRUCTIONS FOR COMPLETING THE APPRENTICE STATUS FORM 305 4173.6

(No. 6 February 2007)

The form is completed by the person initiating the change in the apprentice status. The instructions are on the reverse of the form. It is very important to enter the effective date of the change, not the date the form is completed in the top section of the form.

Check the appropriate changes in the mid section of the CAL FIRE 305 form, based on the description provided on the back of the form. Include any additional information needed.

The bottom section of the front part of the CAL FIRE 305 Form is to be filled out by CFFJAC. (When there is less than six months left on an agreement, a new one can not be initiated for that classification).

Indicate all dates and to whom routed.

TRAINING VERIFICATION FORM 306

4173.7

(No. 6 February 2007)

The CAL FIRE 306 Training Verification Form is designed so that the information can be captured by the Units and communicated to Region, Academy and CFFJAC so apprentices can provide the information one time.

INSTRUCTIONS FOR COMPLETING THE TRAINING VERIFICATION FORM 306

4173.8

(No. 6 February 2007)

The Unit Training Officer/JAC Coordinator must verify courses using the employee's original certificates as verification. The information will determine the required Academy training and appropriate syllabi and progress notebooks which the apprentice will be following.

Enter the effective date of hire, not the date the form was completed.

Instructions for completing the form are on the reverse. As an example, comments may identify a Basic Academy class an employee is scheduled to attend.

The bottom part of the form is completed by CFFJAC.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)